



## THE PERSONNEL COMMISSION

*(supporting education through merit)*

### OXNARD SCHOOL DISTRICT NOTICE OF REGULAR MEETING

#### AGENDA

Thursday, July 9, 2020  
4:00 p.m. Regular Meeting  
Board Room of the ESC  
1051 South A Street, Oxnard, CA 93030

#### A. ORDER OF BUSINESS

1. Call Meeting To Order
2. Roll Call
3. Adoption of the Agenda
4. Approval of Minutes of June 11, 2020; June 18, 2020; July 1, 2020

#### B. COMMENTS BY THE PUBLIC

Public Comment provides the public an opportunity to address the Personnel Commission ("Commission") on non-agenda items. Speakers are requested to limit their remarks to three (3) minutes. The Commission shall limit the total time for Public Comment on each subject to fifteen (15) minutes. The Commission may not deliberate or take any action on items raised during this portion of the meeting.

#### C. ACTION ITEMS

1. Eligibility List *(page 7)*  
The Personnel Commission will review certification of eligibility lists.
2. Eligibility List Extension *(page 8)*  
The Personnel Commission will consider an extension of the Special Education Data Technician eligibility list.
3. Instructional Materials Warehouse Attendant/Driver *(page 9)*  
The Personnel Commission will consider approving amendments the job description.

**Note:** In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030

4. Re-allocation on Salary Schedule - Director, Classified Human Resources (*page 12*)  
The Personnel Commission will consider approving the salary reallocation.

#### **D.REPORTS/OTHER INFORMATION/DISCUSSION ITEMS**

These items are presented for information or study only, no action will be taken.

1. Personnel Actions (*page 15*)  
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.
2. Director's Report  
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
3. Report by CSEA  
CSEA may report on Human Resources issues of interest to the District.
4. Report by Assistant Superintendent, Human Resources and Support Services  
The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the District.
5. Report by Commissioners  
The Commissioners will report on issues concerning Commission administration.

#### **E. CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS**

Persons wishing to address the Personnel Commission on an agenda item identified in the Closed Session agenda may address the Personnel Commission.

The Personnel Commission will convene to closed session for the following items:

1. Pursuant to Section 54956, 54957 of the Government Code, the Commission will consider a personnel matter concerning:
  - Public Employee Evaluation: Interim Director, Classified Human Resources
2. Reconvene to open session and report out of closed session.  
The Commission will report on any action taken in closed session.

**Special Meeting**  
**Thursday, July 9, 2020**  
**4:10 p.m.**  
**Board Room of the ESC**  
**1051 South A Street**  
**Oxnard, CA 933030**

#### **F. ACTION ITEMS**

1. Advanced Step Placement (*page 19*)  
The Personnel Commission will ratify the advanced step placement for Louie Robyn, School Occupational Therapist, at range 34.5, Step C pursuant to Personnel Commission Rules & Regulations 70.200.1.

2. Advanced Step Placement *(page 19)*  
The Personnel Commission will ratify the advanced step placement for Cynthia Lua, Speech Language Pathology Assistant, at range 26.0, Step E pursuant to Personnel Commission Rules & Regulations 70.200.1.
3. Advanced Step Placement *(page 19)*  
The Personnel Commission will ratify the advanced step placement for Claudia Black, Speech Language Pathology Assistant, at range 26.0, Step E pursuant to Personnel Commission Rules & Regulations 70.200.1.

## **G.ADJOURNMENT**

**Note:** In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030



# OXNARD SCHOOL DISTRICT REGULAR MEETING MINUTES

Thursday, June 11, 2020  
**4:00 p.m. Board Room of the ESC**  
 1051 South A Street, Oxnard, CA 93030

<p>The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, June 11 2020, in the Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:06 p.m.</p>	<p>CALL TO ORDER</p>
<p>A roll call of the Commission was conducted. In attendance were:</p> <p style="padding-left: 40px;">Paul Robinson, Chair of the Personnel Commission        Edward M. Castillo, Member of the Personnel Commission        Irma J. Lopez, Member of the Personnel Commission\</p> <p style="padding-left: 40px;">Mary Chaparro, Interim Analyst        Tanya Ventura, Staff member</p> <p>Guests: Efrain Cazares, Site Technology Technician; Esmeralda Hernandez, CSEA Vice President; Alma Mendez, Site Technology Technician; Andy Olmos, Site Technology Technician; Ilene Poland, CSEA Past President; Fernando Roman, CSEA Representative; Alberto Sandoval, Site Technology Technician; Jabbar Wofford, CSEA Chapter President; Marietta Zabala, Site Technology Technician.</p>	<p>ROLL CALL</p>
<p>Commissioner Lopez moved to approve the agenda of Thursday, June 11, 2020. Commissioner Robinson seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u> Robinson <u>Y</u></p>	<p>ADOPTION OF THE AGENDA</p>
<p>Commission Castillo clarified that he will vote on the minutes of May 14, 2020 even though he was not present. Commissioner Lopez moved to approve the minutes of May 14, 2020 as presented. Commissioner Robinson seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u> Robinson <u>Y</u></p> <p>Commissioner Castillo moved to approve the minutes of June 4, 2020 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u> Robinson <u>Y</u></p>	<p>APPROVAL OF MINUTES</p>
<p>Ms. Mendez, Mr. Sandoval, Mr. Cazares, Mr. Wofford, Ms. Poland, Mr. Olmos, and Mr. Roman shared their concerns regarding the Technology Services Technician recruitment. It was asked if the recruitment can be reopened, if the Site Technicians can be placed in the Technology Services Technician position based on seniority, if positions can be reclassified, if seniority can be taken into consideration, were COVID-19 extension to deadlines considered, and if the Commissioners would consider a promotional only recruitment.</p>	<p>COMMENTS BY THE PUBLIC</p>
	<p>ACTION ITEMS</p>
<p>There was discussion regarding extending eligibility lists. The eligibility list of Risk Management Specialist was tabled for the following meeting. Commissioner Castillo moved to approve the eligibility lists of Speech Language Pathology Assistant with the removal of the expired candidates and Child Nutrition Cafeteria Coordinator as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u> Robinson <u>Y</u></p>	<p>Eligibility Lists</p>
<p>No motion was made for this item.</p>	<p>Advanced Step Placement</p>

	REPORTS/OTHER INFORMATION/ DISCUSSION ITEMS
The Personnel Commission reviewed the Personnel Actions of May 30, 2020.	Personnel Actions
Mrs. Chaparro summarized the Commission's staff activities as of the last Commission meeting.	Director's Report
Mr. Wofford reported that employees are receiving layoff notices and CSEA will try to find a solution to the layoffs and budget cuts.	Report by CSEA
Dr. Bond reported that Dr. Vaca is moving on to Somis School District and he will be filling in until the position is filled permanently.	Report by Assistant Superintendent of Human Resources
Commissioner Lopez reported that declining enrollment had a part with the budget cuts and budget cuts involve difficult decisions. She shared that the Board of Trustees voted to rename Haydock school after her husband. Commissioner Robinson reported that a fellow Commissioner, Jennie Batiste passed away recently. He thanked Dr. Vaca for extending help to the staff with providing an extra help clerical worker.	Report by Commissioners
The Commission convened into closed session at 5:14 p.m. They reconvened into open session at 6:00 p.m. and reported that action was taken to release employee 10313. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u> Robinson <u>Y</u>	CLOSED SESSION
There being no further business, the Commission adjourned at 6:18 p.m. The next regular meeting is scheduled for July 9, 2020.	ADJOURNMENT

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*Mary Chaparro, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Thursday, June 11, 2020 as approved by the Personnel Commission of the Oxnard School District.

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*Date*

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*Chair, Personnel Commission*



# OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Thursday, June 18, 2020  
**5:00 p.m. Board Room of the ESC**  
 1051 South A Street, Oxnard, CA 93030

<p>The Personnel Commission of the Oxnard School District met for a special meeting on Thursday, June 18 2020, Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:02 p.m.</p>	<b>CALL TO ORDER</b>
<p>A roll call of the Commission was conducted. In attendance were:            Paul Robinson, Chair of the Personnel Commission            Edward M. Castillo, Member of the Personnel Commission            Irma J. Lopez, Member of the Personnel Commission</p> <p style="text-align: center;">Mary Chaparro, Interim Analyst        Tanya Ventura, Staff member</p> <p>Guests: Cynthia Carrillo; Ilene Poland, CSEA Past President</p>	<b>ROLL CALL</b>
<p>Commissioner Castillo moved to approve the agenda of Thursday, June 18 2020 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<b>ADOPTION OF THE AGENDA</b>
	<b>COMMENTS BY THE PUBLIC</b>
<p>The Commission convened into closed session at 5:08 p.m. They reconvened into open session at 6:11 p.m. and reported that Cynthia Carrillo will begin at \$68 an hour as the Interim Director of Classified Human Resources. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u> Robinson <u>Y</u></p>	<b>CLOSED SESSION</b>
<p>There being no further business, the Commission adjourned at 6:14 p.m.</p>	<b>ADJOURNMENT</b>

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*Cynthia Carrillo, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Thursday, June 18, 2020 as approved by the Personnel Commission of the Oxnard School District.

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*Date*

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*Chair, Personnel Commission*



# OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Wednesday, July 1, 2020  
**4:00 p.m. Board Room of the ESC**  
 1051 South A Street, Oxnard, CA 93030

<p>The Personnel Commission of the Oxnard School District met for a special meeting on Wednesday, July 1, 2020, Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:02 p.m.</p>	<b>CALL TO ORDER</b>
<p>A roll call of the Commission was conducted. In attendance were:          Paul Robinson, Chair of the Personnel Commission          Edward M. Castillo, Member of the Personnel Commission          Irma J. Lopez, Member of the Personnel Commission</p> <p style="text-align: center;">Cynthia Carrillo, Interim Director of Classified Human Resources          Tanya Ventura, Staff member</p> <p>Guests:</p>	<b>ROLL CALL</b>
<p>Commissioner Castillo moved to approve the agenda of Wednesday, July 1, 2020 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<b>ADOPTION OF THE AGENDA</b>
	<b>COMMENTS BY THE PUBLIC</b>
<p>The Commission convened into closed session at 4:04 p.m. They reconvened into open session at 5:11 p.m. and reported that no action was taken.</p>	<b>CLOSED SESSION</b>
<p>There being no further business, the Commission adjourned at 5:12 p.m.</p>	<b>ADJOURNMENT</b>

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*Cynthia Carrillo, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Wednesday, July 1, 2020 as approved by the Personnel Commission of the Oxnard School District.

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*Date*

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*Chair, Personnel Commission*

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 19-20:54

Established:

**RISK MANAGEMENT SPECIALIST**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Capellini, Robert K	5/27/2021
2	Alaniz, Jacob	5/27/2021
3	Loera, Miriam M	5/27/2021

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.



### Extension of Eligibility List

The following eligibility list is submitted for the Commission's approval for a one-year extension (Personnel Commission Rules and Regulations 50.100.1)

Eligibility List #19-20:45      Special Education Data Technician      Extend to 9/11/2021 and 2/20/2022

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 19-20:45

Established: 9/11/2019

merged 2/20/2020

### Special Education Data Technician

Rank	Name	Expiration Date
1	Gaytan, Blanca H	9/11/2020
2	Grandbois, Marina M	2/20/2021
3	Espitia, Mariana	9/11/2020

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

## **INSTRUCTIONAL MATERIALS WAREHOUSE ATTENDANT/DRIVER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **SUMMARY OF DUTIES**

Under the direction of an assigned administrator ~~in the Educational Services department~~, performs a variety of duties in the stocking, transportation, and delivery of instructional materials and media, supplies, and equipment from the instructional materials warehouse to various District sites; and performs a variety of tasks relative to assigned area of responsibility.

Incumbents in this classification help ensure that the instructional materials and media are properly stocked and delivered to District sites as needed to ensure that students have access to the materials needed to fully participate in the District's instructional programs which directly support student learning and achievement.

### **DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES**

*The descriptions below are provided to demonstrate how this classification fits within the organization and to assist in quickly identifying key differences between classifications which may appear otherwise similar. All classifications are listed in order from highest to lowest.*

The Warehouse Worker/Delivery Driver classification is assigned to the District warehouse and performs a variety of warehouse functions including stocking, shelving, filling, and delivering stores and child nutrition orders, equipment, and furniture, operating a forklift, truck, stock chaser, and electric palletjacks, and picking up, sorting, and delivering inter-district mail.

The Instructional Materials Warehouse Attendant/Driver classification is assigned to the instructional materials warehouse and performs warehouse functions of limited scope including the stocking and delivery of instructional materials and media.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives supervision from an assigned administrator ~~in the Educational Services department~~;
- ~~Receives work direction from the District Textbook Coordinator.~~

### **ESSENTIAL DUTIES**

- Receives, verifies, and processes incoming items according to established procedures; counts, sorts, examines, labels, and logs instructional materials and media, supplies, and equipment;
- Stores and arranges instructional materials and media, supplies, and equipment in accordance with an identifying classification system;
- Operates rolling stock ladders, hand pallet jacks, carts, and other related equipment as necessary in order to shelve, arrange, and retrieve instructional materials and media, supplies, and equipment;
- Conducts and maintains periodic and perpetual inventory of instructional materials and media, supplies, and equipment in stock;
- Locates, retrieves, and prepares instructional materials and media, supplies, and equipment for delivery; loads items into vehicle;
- Operates a District van or similar vehicle in order to transport, deliver, and pick-up instructional materials and media, supplies, and equipment to and from specified District locations;
- Informs appropriate personnel of the need to restock items as necessary; identifies and evaluates surplus materials for disposal;
- Performs minor housekeeping functions in order to maintain a clean and orderly environment.

### **Other Related Duties**

- Performs related duties and responsibilities as required.

**KNOWLEDGE, ABILITIES, AND TRAITS**

**Knowledge of:**

- Principles and procedures of warehousing operations;
- Methods and techniques of receiving and storing equipment, materials, and supplies;
- Principles and practices of safe driving techniques;
- Operational characteristics of basic warehouse/stockroom equipment;
- Principles and procedures of record keeping;
- Basic mathematical principles.

**Ability to:**

- Operate a variety of warehouse/stockroom equipment such as rolling stock ladders, hand pallet jacks, and carts;
- Safely operate a motor vehicle;
- Understand and follow both oral and written directions;
- Work effectively within established time schedules and with minimal direction;
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous and timely manner;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships;
- Follow good health and safety principles and practices.

**Traits:**

- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Is punctual and follows through;
- Is trustworthy and responsible for his/her actions;
- Puts safety first for self and others;
- Stays focused and has good work ethic;
- Strives to meet customers' needs.

**EMPLOYMENT STANDARDS**

**Education:** Graduation from high school or equivalency.

**Experience:** No experience required.

**Special:** Possession of a valid California Driver's License.

Ability to be insured, and continue to be insurable, by the District's liability insurance carrier.

All licenses, certificates, and other requirements listed above are required at the time of employment and must be maintained during the course of employment unless otherwise noted.

**Physical Requirements:** Employees in this classification stand, walk, sit, climb ladders and stairs, maintain balance, lift/carry up to 50 lbs. without assistance or up to 100 lbs. with assistance, use wrists or hands repetitively, use both hands, arms, feet, and legs simultaneously, stoop/bend, reach overhead, push/pull, have dexterity of fingers/hands and muscular coordination, have color vision or the ability to distinguish shades, speak clearly, hear normal conversation, and see small details.

**WORK ENVIRONMENT:** Employees in this classification work both inside and outside, in changing temperatures, confined spaces, at heights using ladders, in direct contact with the public, students, and District personnel, and operate a motor vehicle in order to conduct work.

Oxnard School District

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**APPOINTMENT:** In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

**Salary Range:** 17.0

**Approved:** 4/17

**PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor(s):**

Cynthia Carrillo  
Interim Director, Classified Human Resources

**Date of Meeting:**

July 9, 2020

**TITLE: Re-allocation on Salary Schedule - Director, Classified Human Resources**

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**DESCRIPTION OF AGENDA ITEM:**

A salary study for the Director, Classified Human Resources was conducted and completed on June 22, 2020. The purpose of the study was to determine whether the current salary for this classification is appropriately allocated in order to ensure the Personnel Commission is able to attract highly qualified candidates for their upcoming recruitment of Director, Classified Human Resources.

The results of the study indicate that the salary for the Director, Classified Human Resources is not competitive to attract highly qualified candidates. In fact, the salary for this position is one of the lowest in the County, when compared to other merit districts. Having a noncompetitive salary coupled with the size of the district and number of classified employees make it difficult to recruit and retain a qualified director.

Current salary for Director, Classified HR:	\$109,848 - \$130,506 annually
Average salary for Merit Districts in Ventura County:	\$111,334.68 - \$138,386 annually
Average Salary for Merit Districts with Comparable Number of Classified Employees:	\$120,360 - \$145,551.48 annually
Average salary combined Ventura County and Similar Number of Classified Employees:	\$117,705 - \$143,444.16 annually

Another factor that should be considered in determining an appropriate salary placement is the lack parity between the Director, Classified Human Resources and the Director, Certificated Human Resources, especially when considering the scope of duties for each of these positions.

Current Salary for VSD Director, Certificated Human Resources:	\$119,681 - \$142,190 annually
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**FISCAL IMPACT:**

In order to be competitive in the marketplace, an increase to the Director, Classified Human Resources salary is being recommended at \$119,681 - \$142,190 annually, which is an increase of \$9,833 - \$11,684 annually, to the base salary.

**RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the recommendation for salary reallocation for Director, Classified Human Resources.



**Oxnard School District**  
 Director, Classified Human Resources Salary Study  
 June 23, 2020

District		Number of Classified Employees	ADA	Job Title	Low	High
<b>Oxnard SD</b>	<b>Ventura County</b>	<b>752</b>	<b>16,479</b>	<b>Director, Classified Human Resources</b>	<b>\$ 9,154.00</b>	<b>\$ 10,875.50</b>
Pleasant Valley	Ventura County	292	660	Director of Classified Human Resources	\$ 8,893.75	\$ 10,812.58
Ventura Community College District	Ventura County	520	Not Listed	Director of Employment Services/Personnel Commission	\$ 9,569.58	\$ 12,824.08
Ventura USD	Ventura County	741	17,527	Director, Classified Human Resources	\$ 9,022.00	\$ 11,303.00
Santa Paula USD	Ventura County	250	5,600	Executive Director of Human Resources-Classified	\$ 9,802.83	\$ 11,468.42
Simi Valley USD	Ventura County	855	18,984	Director, Classified Personnel Services	\$ 9,101.27	\$ 11,252.91
<b>Ventura County Average Merit Districts (5)</b>					<b>\$ 9,277.89</b>	<b>\$ 11,532.20</b>
Antioch USD	Contra Costa County	847	17,516	Director, Classified HR	\$ 9,525.60	\$ 12,194.26
Cajon Valley	San Diego County	855	16,025	Director, Classified Personnel	\$ 8,793.67	\$ 12,580.50
Huntington Beach Union HSD	Orange County	730	14,356	Director, Human Resources (Classified)	\$ 12,008.00	\$ 13,530.00
William Hart USD	Los Angeles County	719	21,902	Director of Classified Personnel	\$ 9,346.91	\$ 10,934.56
Fullerton ESD	Orange County	670	13,136	Director, Classified Personnel	\$ 11,792.00	\$ 13,005.00
Lynwood USD	Los Angeles County	801	15,000	Director, Classified Personnel	\$ 9,896.00	\$ 12,026.00
Madera USD	Madera County	650	19,733	Director, Classified Human Resources	\$ 9,697.00	\$ 12,407.00
Pajaro Valley USD	Santa Cruz County	806	19,684	Director, Human Resources (Classified)	\$ 9,305.67	\$ 11,112.67

**Oxnard School District**  
 Director, Classified Human Resources Salary Study  
 June 23, 2020

District		Number of Classified Employees	ADA	Job Title	Low	High
Palmdale ESD	Los Angeles County	700	19,300	Administrator, Personnel Commission	\$ 9,171.58	\$ 11,149.00
Rowland USD	Los Angeles County	700	19,300	Personnel Director	\$ 10,544.00	\$ 11,927.00
San Diego COE	San Diego County	695	3,014	Director, Classified Human Resources	\$ 10,954.58	\$ 13,315.50
Santa Monica Malibu USD	Los Angeles County	756	12,553	Director, Classified Personnel	\$ 9,325.00	\$ 11,361.00
Merit Districts with Comparable Number of Classified Employees Average (12)					\$ 10,030.00	\$ 12,129.29
Ventura County Merit Districts and Merit Districts with Comparable Number of Classified Employees Average (17)					\$ 9,808.79	\$ 11,953.68

All data was retrieved from District Websites on 6/22/20

CLASSIFIED PERSONNEL ACTIONS

**Layoff**

Aghagbon, Michellee R	Site Technology Technician, Position #2506 Elm 7.0 hrs./221 days	06/30/2020
Alvarado, Jorge L	Site Technology Technician, Position #2836 Frank 7.0 hrs./221 days	06/30/2020
Aspuria, John R	Site Technology Technician, Position #2511 Ramona 7.0 hrs./221 days	06/30/2020
Austin, Letitia	Public Information Officer, Position #8500 Superintendent's Office 8.0 hrs./246 days	06/30/2020
Ayala Areyalo, Louis J	Site Technology Technician, Position # 2510 McKinna 7.0 hrs./221 days	06/30/2020
Ball, Jason T	Site Technology Technician, Position #2505 Driffill 7.0 hrs./221 days	06/30/2020
Bradley, Arderick L	Instructional Materials Warehouse Attendant, Position #8394 Ed. Services 8 hrs./246 days	06/30/2020
Cazares, Efrain	Site Technology Technician, Position #2509 Haydock 7.0 hrs./221 days	06/30/2020
Gurrola, Mishael	Site Technology Technician, Position #2198 Sierra Linda 7.0 hrs./221 days	06/30/2020
Ibay, Raymond B	Site Technology Technician, Position #2001 Marina West 7.0 hrs./221 days	06/30/2020
Lazaro, Julian P	Site Technology Technician, Position #1839 Marshall 7.0 hrs./221 days	06/30/2020
Ledbetter, Christopher J	Site Technology Technician, Position #2507 Fremont 7.0 hrs./221 days	06/30/2020
Lopez, Robert	Warehouse Worker/Delivery Driver, Position #1016 Warehouse 4.5 hrs./215 days	06/30/2020
Mendez, Alma R	Site Technology Technician, Position #656 Lemonwood 7.0 hrs./221 days	06/30/2020
Nguyen, Yen Kim	Site Technology Technician, Position #2514 Soria 7.0 hrs./221 days	06/30/2020
Olmos, Andres	Site Technology Technician, Position #653 McAuliffe 7.0 hrs./221 days	06/30/2020
Ortega, Benjamin	Site Technology Technician, Position #2503 Chavez 7.0 hrs./221 days	06/30/2020
Ramirez, Adrian B	Site Technology Technician, Position #2512 Ritchen 7.0 hrs./221 days	06/30/2020



**Layoffs continued**

Ruiz, Jorge	Site Technology Technician, Position #2513 Rose Ave. 7.0 hrs./221 days	06/30/2020
Washington, Amy	Outreach Specialist, Position #2859 Pupil Services 8.0 hrs./180 days	06/30/2020
Zabala, Marietta A	Site Technology Technician, Position #2508 Harrington 7.0 hrs./221 days	06/30/2020

**Unpaid Leave of Absence**

Moreno, Alejandra	Library Media Technician, Position #2263 Haydock 6.0 hrs./192 days	05/11/2020-06/26/2020
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**Return from Unpaid Leave  
of Absence**

Delgado, Daniela T	Paraeducator III, Position #1956 Special Education 5.75 hrs./183 days	04/28/2020
Sanders, Ellie L	Paraeducator III, Position #2798 Special Education 5.75 hrs./183 days	05/18/2020
Vasquez, Sylvia	Transportation Scheduler/Router, Position #1446 Transportation 8.0 hrs./246 days	04/28/2020

CLASSIFIED PERSONNEL ACTIONS

**In Lieu of Layoff**

Morataya, Maria I	Intermediate School Secretary, Position #6707 Driffill 8.0 hrs./192 days	08/03/2020
	Intermediate School Secretary, Position #6707 Curren 8.0 hrs./192 days	
Trevino Sanchez, Lydia	Intermediate School Secretary, Position #6241 Chavez 8.0 hrs./192 days	08/03/2020
	Intermediate School Secretary, Position #1503 Fremont 8.0 hrs./192 days	

**Layoff**

Barron, Alejandro	Office Assistant II, Position #631 Driffill 8.0 hrs./203 days	06/30/2020
Cabrera, Mayra A	Office Assistant II, Position #207 Lemonwood 8.0 hrs./203 days	06/30/2020
Coronado, Stephanie L	Intermediate School Secretary, Position #6710 Soria 8.0 hrs./192 days	06/30/2020
Garis, Danelle S	Site Technology Technician, Position #2504 Curren 7.0 hrs./221 days	06/30/2020
Godinez, Cristal N	Intermediate School Secretary, Position #6241 Chavez 8.0 hrs./192 days	06/30/2020
Gutierrez, Sami P	Intermediate School Secretary, Position #6244 Lemonwood 8.0 hrs./192 days	06/30/2020
Jasso, Maria De Jesus	Office Assistant II, Position #2172 Ritchen 7.0 hrs./203 days	06/30/2020
Perez, Maria A	Intermediate School Secretary, Position #6708 Kamala 8.0 hrs./192 days	06/30/2020
Sandoval, Alberto	Site Technology Technician, Position # 2502 Brekke 7.0 hrs./221 days	06/30/2020
Ball, Jason T	Site Technology Technician, Position #2505 Driffill 7.0 hrs./221 days	06/30/2020
Zavala, Rosalinda	Intermediate School Secretary, Position #933 Frank 8.0 hrs./192 days	06/30/2020

**Medical Layoff**

10313	Director, Classified Human Resources, Position #121	06/03/2020
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**Retirement**

Rivera, Matilde	Clerical Assistant, Position #877 McAuliffe 4.4hrs./183 days	07/01/2020
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PERSONNEL COMMISSION RULES & REGULATIONS

70.200(A) PCRR

**70.200     Application of Salary Schedule**

As provided for in *Education Code 45260* (Effective January 1, 1982), this section of the Personnel Commission Rules and Regulations may not be applicable to members of a/the bargaining unit for classified employees. Members of a/the bargaining unit for classified employees should refer to the collective bargaining agreement with regard to this subject matter.

**70.200.1     Initial Placement**

All new regular employees shall be paid in accordance with the salary range established for the class to which assigned. Initial placement will normally be the first step of the salary range. However, a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission. In determining the appropriateness of an advanced placement request, the Director of Classified Human Resources shall base his decision on the following factors:

1. Additional education at the college level which is directly related to the classification and beyond the established requirement for entry into the class. Credit for one step may be given for two years or greater of additional directly related education.
2. Experience in a related position equivalent to/higher than the classification to which the selected candidate has been assigned. Credit for one step may be given for two years or greater of experience in a similar or higher level related position outside of the District.
3. Evidence that the salary received by the selected candidate from his most recent employer is greater than the first step of the salary range of the class. A selected candidate may be given credit for multiple steps based on evidence of an equal or greater recent salary. In no circumstances shall the initial placement exceed the top step of the salary range for the class.

This section doesn't pertain to employees upon promotion. Please refer to Rule 70.200.3 for salary placement following promotion.

**70.200.2     Anniversary Date and Step Advancement**

- A. Regular non-management employees hired after July 1, 1989, shall receive a one-step advancement on their assigned salary range on the first of the month following satisfactory completion of their 130 day probation.
- B. Beginning July 1, 1989, July 1 shall be the salary date for all regular classified employees. Employees hired between July 1 and December 31 inclusive, shall be eligible to receive an anniversary step advancement the ensuing July 1. Employees hired between January 1 and June 30, inclusive, shall not be eligible to receive an anniversary step advancement until the second July following their date of hire. Subsequent annual step advancement, including supermaximums (longevity increments) defined below, shall become effective on July 1 of each year until the maximum step on the assigned salary range is attained.
- C. An employee, in order to gain credit for a year of employment toward annual step advancement on the salary schedule, must employed in a paid status for at least two-thirds (2/3) of the annual working days assigned to his/her position during the preceding fiscal year.